



STATEWIDE TRAINING AND EDUCATION ADVISORY COMMITTEE MINUTES

April 18, 2014 – Sacramento, California

Members Present:

Robert Briare, California Professional Firefighters
Taral Brideau, California Fire Fighter Joint Apprenticeship Committee (alternate)
Randy Collins, California Fire Technology Directors Association (North) (alternate)
Dennis Childress, SoCal Training Officers Association
Bret Davidson, SoCal Training Officers Association (South) (alternate)
Lorenzo Gigliotti, California Governor's Office of Emergency Services (Cal OES) (alternate)
Natalie Hannum, California Fire Technology Directors Association (North)
Timi Hayward, California Fire Technology Directors Association (South)
Sam Hoffman, California State Firefighters Association (alternate)
Chris Jelinek, NorCal Training Officers
Mary Jennings, California Fire Fighter Joint Apprenticeship Committee
Kenneth Kehmna, Fire District Association of California
Daren Palacios, Metro Chiefs
Daniel Stefano, California State Firefighters' Association
Ken Wagner, California Fire Chiefs Association, STEAC Vice Chair
Kim Zagaris, California Governor's Office of Emergency Services (Cal OES)

Members Absent:

Ron Coleman, STEAC Chair
Ron Myers, League of California Cities
Kay Price, CAL FIRE Academy
Stephen Shull, California Fire Technology Directors Association (South) (alternate)
Jim Skinner, League of California Cities (alternate)
Rich Thomas, California Professional Firefighters (alternate)
Nathan Trauernicht, California Fire Chiefs Association
John Wagner, Nor Cal Training Officers Association (alternate)

State Fire Training Staff:

Kevin Brame, Fire Service Training Specialist III
Kevin Conant, Fire Service Training Specialist III
Mike Garcia, Deputy State Fire Marshal III Specialist
Ron Martin, Fire Service Training Specialist III
Linda Menchaca, Staff Services Analyst
Mike Richwine, Assistant State Fire Marshal and Division Chief
Mark Romer, Fire Service Training Specialist III
Kris Rose, Staff Services Manager I
Rodney Slaught, Deputy State Fire Marshal III Specialist

Guests:

Matt Jewett, Sierra College
Valerie Walker, Sierra College
Kevin Bouillon, Chief Officer Cadre
I. Introductions and Welcome

Meeting called to order at 9:00 a.m. by Ken Wagner, the STEAC Vice Chairman, chairing the meeting in the absence of Ron Coleman.

Rodney Slaughter provided some information on Chief Coleman's absence. Chief Coleman will be convalescing for the next 6-8 weeks due to surgery.

Chief Richwine mentioned a former SFT employee, Bob Lucchesi had passed away, and will forward information about the memorial and funeral services.

K. Wagner asked members to donate to the refreshments funds and also reminded members to sign in.

A. Roll Call/Quorum Established

A quorum was established during introductions.

B. Member Appointments – Daren Palacios and Timi Hayward

Ken Wagner mentioned the two new representatives on the STEAC committee. Daren Palacios representing Metro Chiefs and Timi Hayward representing California Fire Technology Directors Association (South).

C. Past Member Recognition – Corey Rose representing Metro Chiefs and Tom Turner representing CFTDA.

Ken Wagner recognized Corey Rose and Tom Turners participation on STEAC. A certificate of appreciation will be sent to them.

II. Agenda Review

Ken Wagner mentioned that the John Weber Appeal (agenda item 3 and 4) will not be conducted at this meeting. Chief Richwine added that a settlement was reached with the instructor, and the formal settlement is being signed. At a future meeting the settlement terms will be discussed. K. Wagner then asked all members to return the information that was mailed related to the hearing to Kris Rose.

K. Wagner asked members for changes to the agenda or if any members needed to leave the meeting early. There were no changes or members having to leave early.

III. Approval of the January 17, 2014 and February 28, 2014 Minutes

<p>Motion: <i>Mary Jennings moved to accept the minutes from January 17, 2014, and Dan Stefano seconded the motion.</i></p> <p><i>Mary Jennings moved to accept the minutes from February 28, 2014, and Dennis Childress seconded the motion.</i></p> <p>Action: <i>All members voted unanimously.</i></p>
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IV. State Board of Fire Services (SBFS) Update

No report

V. Mission Alignment

A. Achieving National Recognition

1. Discussion: Bakersfield College Reaccreditation

**Presenter: Rodney Slaughter
(Attachment 1)**

Rodney Slaughter provided information. The site team was Corey Rose, Heath Cohen, and Rodney Slaughter. The program has all the equipment and tools necessary to conduct a fire academy in Kern County. The fire chiefs from Kern County and Bakersfield City Fire Chiefs supported the program. Succession planning for Tim Capehart was discussed, and without him the program would not work. The Vice President took information to the college president, and Tim Capehart now has a half time assistant to shadow him in regards to the site visits.

Motion: Ken Kehmna moved to approve the reaccreditation of Bakersfield College, Kim Zagaris seconded the motion.
Action: All members voted unanimously.

2. Discussion: Sierra College Reaccreditation

**Presenter: Rodney Slaughter
(Attachment 2)**

The site team consisted of Ron Coleman, Scott Ventura from College of the Desert and Leona Allen from Lake Tahoe Community College. A representative from Sierra College provided positive comments. Natalie Hannum added that pulling participants from different geographic regions for site accreditation team shows strength to the program. A Sierra College representative stated that we are in a beta testing program and are developing as we go and improvising daily and working with developers. Students get to see their progress the “same day” and receive instantaneous feedback.

Motion: Kim Zagaris moved to approve the reaccreditation of Sierra College, Ken Kehmna seconded the motion.
Action: All members voted unanimously.

3. Discussion: Los Angeles Fire Department Reaccreditation

**Presenter: Rodney Slaughter
(Attachment 3)**

The site team consisted of Ken Kehmna, Sam Giovanna (Glendale Community College), and Rodney Slaughter. This academy has 70 students, and each student was issued an iPad. All materials are on the iPads. The newer generation of Fire Fighters is happy with downloading their own materials. Los Angeles City Fire Department has all the materials and tools to build, the classroom spaces are huge, and the instructors are

running computer programs and writing curriculum. Daren Palacios spoke about the library process and real time test results with the iPad. The department developed the software, and is taking it into the field so each fire station can do a daily observation report in real time. The grading process is also real time. K. Kehmna spoke about the site visit, but what was interesting was the scale of what was done with the training program in directing towards the way the organization wants to go. A hands-on detailed analysis program states the quality of the program was very impressive. Quizzes and written exams are taken on the iPad; no same test is given to each student. It was determined there was interest by STEAC members present to have a joint presentation to have more discussion around the iPad technology at a series of future STEAC meetings. Chris Jelinek added comments about getting more involved in this groundbreaking technology.

Motion: ***Lorenzo Gigliotti moved to approve the reaccreditation of Los Angeles Fire Department, and Ken Kehmna seconded the motion.***

Action: ***All members voted unanimously.***

R. Slaughter mentioned the next site accreditation will take place at El Camino College, and the agenda for the future sites includes Oxnard College for the fall and Fremont College for Re-accreditation. Victor Valley College's accreditation will be on hold.

B. Curriculum Development & Delivery

1. Discussion: Executive Chief Fire Officer Standards and Curriculum

Presenter: Kevin Brame

(Attachment 4)

Kevin Brame presented information about the new Executive Chief Fire Officer certification. He mentioned the cadre members, and gave a background and history about the certification, and the issues that occurred during the development and validation stages. This effort is based on NFPA 1021 standards and keeps us in line with the national standards. Based on NFPA 1021 there are 4 levels of Fire Officer, with 3 current in offered in CFSTES. The 4th level is the Chief Executive Officer, with no current certification offered in California. This is a brand new certification for California. The development team reviewed the textbooks, and found that the curriculum did not fit within the existing textbooks. As part of the development meeting a collaborative effort took place where all the levels of the Officer series were brought together. During the validation process, NFPA issued the 2014 version of NFPA 1021 the validation team did a compare/contrast of the documents. There were some modifications and collaboration with the community colleges with the course hours, content and instructor qualifications. There are five courses that total 122 hours and follow the titles within the NFPA. There was some discussion about split hours, and there was no problem with this since nothing precludes a college or agency from combining programs for their system. Mary Jennings asked if those classes will be given as lower-division. K. Brame responded that whether these courses are designed for that would be at the decision of the community college. NFPA does state that the Executive Level courses should be at the realm of the graduate level student.

K. Brame continued that a lot of these courses are in the public administration realm, which is why we are looking at the concept of course equivalencies. Also included is ICS 400, and testing. A proposed FSTEP course would be Mgmt. 4A, as a revision of the existing Fire Mgmt. 2C. M. Jennings asked whether the course is a CFSTES course now, which it is. Bret Davidson asked if there would be a continuing educational requirement, and K. Brame answered yes. K. Brame asked the members for questions. Dan Stefano asked if the courses are factored in as Executive Fire Officer. K. Brame answered that it is a much higher level of learning. Chris Jelinek asked about instructor qualification. K. Brame answered that an individual must be qualified in the field. Ken Wagner proposed that the information come back at the July meeting for a motion to approve. Questions and concerns should be forwarded to K. Brame prior to the July STEAC meeting. Natalie Hannum asked about the content and if there could be articulation agreements in programs at baccalaureate level or higher. K. Brame mentioned that if this is the case, there may be a course equivalency involved. NFPA states that Fire Officer 4 is at the graduate level, and could be applied or presented at any spectrum. N. Hannum asked if there has been any conversation with making Executive Fire Officer on the articulation level as a concentration. Kim Zagaris added that the long range marketing is about time and money. Chief Richwine added that it needs to get approved by SBFS and then we can discuss with the colleges. B. Davidson mentioned the struggle to get the fire officer as part of an associate degree, but adding chief officer to a baccalaureate degree was a goal which was back when Ron Coleman was Fire Marshal. Chief Richwine added that we can have that discussion later.

K. Brame added that on June 11-13, 2014 the National Professional Development Conference will take place at the National Fire Academy, which is a new revised and approved conference combining Trade, FESHE and Parade, which is a great opportunity.

2. Discussion: Chief Fire Officer Standards and Curriculum, Presenter: Kevin Conant (Attachment 5)

Kevin Conant provided a description of this certification and is seeking a motion for approval for the Certification Training Standard (CTS) and the course plans. Consistent with the 2009 approval, the Chief Fire Officer is in mission alignment with Blueprint 2020, and is based on NFPA 1051, and NFPA 1021 standards. K. Conant mentioned the development cadre, which did some pre-work as part of the curriculum process. One of the validation members went through the IFSAC and Pro-Board accreditation process, so there was the DOD perspective and significant guidance on developing the curriculum.

K. Conant discussed the certification process, and with NFPA have identified the Job Performance Requirements and there will be a greater emphasis placed on the demonstration of proficiency. The course requirements are changing from 10 classes of 440 hours to 4 classes of 92 hours of didactic instruction. It was determined that SFT would look seriously at the development of FSTEP courses for continuing education or professional development, and with the new curriculum development process, the classes can be more streamlined. K. Conant then spoke about these classes and the

need to determine the budget for updating existing or creating new curriculum that will address missing information from legacy curriculum to the new, but not inclusive of NFPA. K. Conant continued with the discussion about the proposed FSTEP classes. He then provided a comparison between the current certification to the proposed certifications. He then discussed the timing issue for community colleges, and students who are in the Chief Officer track today, as well as the agencies who have MOUs. Once the SBFS has approved the CTS and course plans, the intent is to offer the new curriculum as of July 1, 2014, with full curriculum and certification rolling out as of January 1, 2017. The transition period allows students to finish up on the old program, and for agencies to plan accordingly.

Lorenzo Gigliotti asked about the transition of MIMS, and Mike Garcia added that NWCG will keep the true Wildland component courses, and will stay in the SFT system, but the current ICS courses will be transferred from NWCG over to MIMS. Bret Davidson stated that the transition timeline looks realistic, and thinks that students will jump on the new curriculum which will be an easier transition. Dan Stefano spoke about the transition plan being a big communications factor and appreciated the presentation made by Ken Wagner. Chief Richwine has asked the community colleges to continue offering the old courses as long as possible. Natalie Hannum stated that this new process will begin in fall 2015 but to pass curriculum for the following school year, should create drop dead dates and identify the dates for the new curriculum. A suggestion could be made to send out e-mails on curriculum updates. K. Wagner mentioned a communication in the packet that members can refer to. Chief Richwine added that SFT will do the necessary outreach to make sure we are consistent with answering questions from the stakeholders. K. Wagner asked the members for additional questions. C. Jelinek asked about capstone testing and whether this was a part of the current certification track. K. Wagner answered no. K. Conant made reference to two documents in the packet at the back of attachment 5: the procedures manual draft, which is a public document and the second is the draft implementation plan.

K. Wagner reminded members that the draft documents are still being worked on by the SFT staff. Chief Richwine asked if the draft procedures manual document in the Chief Fire Officer packet is on the website, he is concerned that it may be construed, as current procedures.

Motion: *Dan Stefano moved to approve the Chief Fire Officer Certification Training Standard and course plans, and Kim Zagaris seconded the motion.*

Action: *All members voted unanimously.*

3. Discussion: Instructor I & II Standards and Curriculum

**Presenter: Jim Eastman
(Attachment 6)**

Jim Eastman presented the information regarding the new curriculum for Instructor I & II. He provided the new curriculum options, which aligns with NFPA standards. He then

identified the Instructor I and Instructor II curriculum, with the requirement to take the Ethics and Regional Instructor Orientation classes. He continued with the comparison of the current certification vs. the new proposed certification. He then discussed the attendance of the Instructor classes. J. Eastman then explained the differences between Instructor I and II, and the levels of instruction as identified in the NFPA guidelines. Ken Wagner asked the members for questions. Bret Davidson asked if we are “dumbing” down our program to FSTEP courses. J. Eastman responded that the new courses modified will exceed by including task books and 80 hours of instructional experience. Students will be performing the Job Performance Requirements (JPRs) and be given feedback which will include coaching. Sam Hoffman asked if California Commission on Teacher Credentialing recognized these classes, especially if the student gets to the Regional Occupational Program or community college level. J. Eastman stated “no”, that those requirements are different and will be based on each educational institution. Attempting to make it more open; the NFPA standard does not require experience; a Fire Fighter will be able to teach the classes. J. Eastman referred to the amount of students, moving from 16 to 20. Dennis Childress asked about the comparison with overall course hours, which would be easier to give to constituency. Copies will be given to members before end of meeting. K. Kehmna appreciated the Power Point presentation.

Motion: *Ken Kehmna moved to approve Instructor I & II Certification Training Standards and course plans, Kim Zagaris seconded the motion.*

Action: *All members voted unanimously.*

4. Discussion: Instructor III Standards and Curriculum

Presenter: Ron Martin
(Attachment 7)

Ron Martin presented the first reading on the Instructor III curriculum, which is based on the NFPA standard 1041. R. Martin then shared the development and validation cadre groups. R. Martin spoke about a management training course from the 1990s, and it was an opportunity to learn how to manage a training unit. In looking at NFPA 1041, Level 3, SFT will be able to offer this educational learning curve. He then explained the benefits of the NFPA alignment, the re-inventing of the “wheel”, correlation of other programs, getting assistance for meeting federal guidelines for grants, and identified projected dates on when the revisions should take place for this curriculum which would be every 7 years.

R. Martin identified the requirements for the current and proposed curriculum. The next discussion was the development of the curriculum training standards (CTS). The end product will be a very useful tool in learning instructional management. The new curriculum is designed for Staff Officers, Fire Officers, and others who have been promoted or assigned training responsibilities for his/her department. There should be a higher level of student participation. R. Martin then identified the number of classes from January 2009 and December 2013 that identified only 30 students who attended 3 of the 5 classes and became master instructors. There is an application process that should identify your knowledge, skills, and abilities (KSA) and experience in instructional management, in addition to a letter from the chief identifying one year of experience in this training program. Ken Wagner asked for questions from members. Bret Davidson asked about the

integration of what is included in SFT training mandates classes. Kevin Conant answered that this is addressed in the Roles and Responsibilities of NFPA standards for an Instructor 3 in a generic description. R. Martin advised that he will confirm and get that information out to everyone. Chris Jelinek added that he is excited about the class, but did not see safety within program management in the curriculum was and asked if it would be added to the curriculum as part of the scope of NFPA 1051. Randy Collins asked if there is some transition plan for those master instructors, or will they have to sit through an update class. R. Martin stated that there is an opportunity for the current instructors to be able to teach the course by submitting a resume to be reviewed by the PACE Committee, or a letter from the chief.

K. Wagner asked members to provide any questions and/or concerns to R. Martin prior to the July STEAC meeting, when the certification will be brought for approval. Chief Richwine provided a thank you to all of the RAs in doing a great job in creating the new curriculum. A round of applause was given.

5. Trench Rescue Technician

Presenter: Rodney Slaughter
(Attachment 8)

Rodney Slaughter mentioned that at a previous STEAC meeting the vote for approval for the Trench Rescue Technician was rescinded in light of issues raised by the FIREScope Task group. Chief Richwine mentioned that the Trench Cadre lead was meeting with the FIREScope Taskgroup regarding their issues. FIREScope reviewed the rebuttal sent by Stan Klopfenstein and they agree with the soil engineer's comments. The FIREScope board was interested on how consensus was not made, Chief Richwine continued with the need to identify a communication process to allow task force members to communicate to SFT. The task forces concern is with urgent rescues, and if the plan is to only use 2'x12' if there is a liability if some other lumber dimensions are used performing a rescue. The FIREScope board asked for STEAC to stand down on our motion until the groups get together and a decision is made. The FIREScope task group will come up with recommendations and will report back to the FIREScope Board on July 9, 2014. Mary Jennings asked if this will be back for approval at the July STEAC meeting. Chief Richwine is asking for the STEAC members to be prepared for a motion to approve at the July 18th meeting, as we have asked the publisher to get the curriculum for the course published quickly.

VI. Announcements/Correspondence

Chief Richwine spoke about the e-mail on the Butane Oil issues in Colorado due to marijuana issues. Chief Richwine asked members to share this information to their stakeholders. Chief Richwine then spoke about the document of the National Traffic Safety Board and highway incident. The SBFS asked the CHP to come in and make a presentation on resolving issues statewide, and he will be asking Kim Zagaris to help with this issue. Ken Wagner stated that there was more information on the SFT website.

VII. Roundtable

Chris Jelinek spoke about the hash oil labs and has material that he is willing to share. Dan Stefano spoke about the training officers meeting in June in preparation for the training symposium in November. Mary Jennings provided an update to the Unified Response to Violent Incidents classes they have conducted two so far, and two more are scheduled in Southern California (San Diego, Burbank). M. Jennings brought a train-to-trainer binder to show STEAC members. Students are provided a flash drive which includes the student files, instructor notes, Power Point presentations, and other materials for entire course. She also identified a response card, and is willing to share this information. Additional classes for Northern California will depend on budget and grant monies. Kim Zagaris added that the courses are being funded through CAL OES. There will be others putting out the classes later that will include law enforcement and fire personnel. K. Brame added that as of May 5, 2014 a leadership development program will begin, and is looking for participants. Participants can earn 12 hours of upper division hours at Brandman University at no cost.

VIII. Future Meeting Dates

A. July 18, 2014, October 17, 2014, and January 16, 2015

IX. Adjournment

Meeting was adjourned at 11:10 a.m.